

North Florida Area Conference, Inc.
Budget Worksheet

For Year: 2020

Office or
Committee:

All NFAC Officers and Service Coordinators should use this form to prepare their budget requests for next year. This form should be **returned to the Treasurer no later than May 31, 2019.**

<u>EXPENSE</u>	<u>AMOUNT</u>
DUPLICATION	\$ _____
POSTAGE	\$ _____
SUPPLIES	\$ _____
LITERATURE	\$ _____
WORKSHOPS	\$ _____

Travel (mileage, and/or airfare, lodging, meals, etc.)

*GENERAL SERVICE CONFERENCE	\$ _____	
*DELEGATE GET-TOGETHER	\$ _____	
*FL STATE CONVENTION	\$ _____	
*SE REGIONAL CONFERENCE	\$ _____	
*SE REGIONAL FORUM _____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	\$ _____
Archive Research, Doc. Preservation	\$ _____	
Archives Storage		
Archivist Storage Items _____	\$ _____	
Roadshow Storage Items _____	\$ _____	
NATIONAL ARCHIVES WORKSHOP _____	\$ _____	
_____	\$ _____	
_____	\$ _____	\$ _____

TOTAL BUDGET REQUESTED \$ _____

* For the Delegate, Alternate Delegate & Florida State Convention Oversight Committee Chair

Budget Tips:

1. -Consider attendance when planning workshops. Ideally, they should be at district level, and multiple districts where possible.
2. -Travel by the most cost-effective method and route.
3. -Purchase supplies and duplication wisely, at the most effective cost.
4. -Work within established budget, and request additional funds, when needed, from Finance Committee, before making purchases.
5. Try to use the Tax Exempt Certificate to defray the cost of expenses.